



The Planning Process

ICAP Assessment

Individual, Family, ISC
Identify outcomes, other assessments
needed, and discuss risks and
services.

Individual, Family, ISC and others on
Support Planning Team finalize ISP.

Contact Numbers

East Tennessee
865-588-0508

Middle Tennessee
615-231-5048

West Tennessee
901-213-1949



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Division of Mental Retardation Services
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ICAP

INVENTORY
FOR CLIENT
AND
AGENCY
PLANNING

State of Tennessee
Division of Mental Retardation Services



TennCare and the Division of Mental Retardation Services

are working to improve the way a person's Individual Support Plan (ISP) is done. Families, advocates, and service providers helped us. The new process includes an assessment. It helps to show a person's need for services.

Assessment

Assessment includes:

- The Inventory for Client and Agency Planning (ICAP).
- Information from the person's doctor(s).
- Assessments from nurses or therapists when needed.
- Information from the person, family, or conservator is a key part of the assessment.



ICAP Assessment

The first ICAP will be done about three months before the person's ISP is due. The service provider or ISC will complete the ICAP with the person. After the first one, a new ICAP will be done whenever the person's needs change, or at least every other year.

- Information for the ICAP comes from the person, family members, conservator, or others who know the person very well.
- The ICAP helps to identify what kinds of services the person may need, activities the person may need help with, and other assessments that should be done.

The ICAP does not replace the judgment of individuals, families, and support planning teams.



Planning

After the ICAP is completed, the person and his family or conservator meet with the ISC to develop outcomes the person wants in the ISP.

- They will also identify things that are necessary to be healthy and safe.
- Things in the ICAP that you feel are incorrect, can be discussed at this meeting.

More Information

- If you want more information about the ICAP, you may talk to the service provider or ISC. You may also attend training at the regional office.
- This training will be held each quarter at the regional office.
- Call the DMRS Regional office for dates and locations for training. (Contact numbers are listed on the back of this page).